



Lower School Preschool/Prekindergarten Assistant

Andrews Osborne Academy seeks candidates for a Lower School Preschool/Prekindergarten Assistant for the 2025-2026 school year. Candidates should possess the ability to connect and develop nurturing relationships with young children while keeping them safe and assisting the classroom teacher with instruction.

Duties and Responsibilities:

- Assist Classroom Teacher in planning, developing and implementing age-appropriate curriculum for preschool/prekindergarten students
- Set up centers and prepare instructional materials for planned lessons
- Supervise students within the classroom and during special activities, field trips and recess
- Provide an environment of comfort and security for young students by indulging in nurturing behavior
- Assist students during lunchtime, snack time and washing activities
- Provide one-on-one support to young students
- Provide guidance for student behavior
- Share observations of student growth and behaviors with the Classroom Teacher
- Attend faculty meetings as needed

Qualifications:

- A love for working with children
- High School degree at minimum is required
- Prior experience with children required
- Ability to work in a collegial and highly collaborative environment
- A growth mindset, active sense of humor, warm personality, and excellent organizational and communication skills
- Highly developed interpersonal communication skills

Application Process:

Email a letter of interest, contact information of three references and an updated resume to:

Theresa Frisbie
Lower School Director
38588 Mentor Ave.
Willoughby, Ohio 44094
tfrisbie@andrewsosborne.org
No phone inquiries please

